

MEMORANDUM

IDAHO DEPARTMENT OF LABOR



DATE: June 26, 2003 WIAB 05-02

TO: All Service Delivery Areas; All WIA Subrecipients; All Local Office Managers

FROM: Joni Booth, Chief,
Accounting

SUBJECT: WIA Accruals for Program Year 2002

The WIA participant payment system will close for Program Year 2002 on Friday, June 27, 2003. After closure, we will give WIA case managers limited access to the accounting system so they can manually add, correct or delete financial accruals. This process helps to ensure that costs incurred during PY 2002 are actually charged to the PY 2002 grant, and not to the next program year. Bills submitted to WIA payroll by Wednesday, June 25th will be in the system.

All WIA Subrecipient staff will have the opportunity to view and modify (if necessary) participant accrual data on **Tuesday, July 1st from 8:00 am to 6:00 pm Mountain Time, and Wednesday, July 2nd, between the hours of 8:00 am and noon Mountain Time.** Staff may enter the accounting system from any personal computer with access to the Internet.

Automated Accruals

Participant accruals are unpaid financial obligations that are due and payable during the program year. Our accounting system generates these automated accruals throughout the year, based on certain costs paid in the prior month. These costs include OJT employer payments, work experience wages, internship wages (including fringe) and needs-based payments.

Automated Accrual Example

If the system makes a \$600 OJT payment for April it will automatically generate a \$600 accrual for the month of May in anticipation of another monthly invoice. The May accrual will be changed to reflect the actual May payment when the invoice is paid (generating a June accrual) OR the accrual will be deleted if the individual completes from the activity. Note: There must be no time lag between the last day worked and the activity completion date or the system will retain the May accrual in anticipation of a May invoice.

Manual Accruals

Case managers are provided limited access to the accounting system and are asked to review and adjust, when necessary, system accruals at the end of each program year. This limited access period provides case managers with the opportunity to enter manual accruals for outstanding payments that have not yet been processed. Payments such as child care, transportation, tuition,

books, supplies, etc. are not included in the automated process and must be entered manually if appropriate. *Remember: In order to qualify as a current year cost, the actual transaction or date of purchase must occur on or before June 30, 2003.*

Questions or problems call:

In Accounting: Robbin Hankins @ 332-3570 ext. 3157
Bob Boyd @ 332-3570 ext 3150

Or your Grant Manager

Security clearance for the WIA Management Information System (MIS) is required.
<https://www.wia.state.id.us/login.asp>

Idaho Workforce Investment Information System

All Users Must Log in:

Log in as normal

USERNAME:

PASSWORD:

Login

WIA Main Menu
Client Inquiry
Locate A Client
Overview of Client
Accounting/Payroll
Reports
Info

Select Reports



Welcome to the

Idaho Workforce Investment Information System

WIA Main Menu
Client Inquiry
Locate A Client
Overview of Client
Accounting/Payroll
Reports
Information

WIA Reports

[Management Rep](#)
[Obligation Reports](#)
[Participant Activities](#)
[Participant Demographics](#)
[Participant Exit](#)
[Customer Satisfaction](#)
[Data Quality Reports](#)

Select Obligation Reports

WIA Main Menu
Client Inquiry
Locate A Client
Overview of Client
Accounting/Payroll
Reports
Information

WIA Obligation Reports

*Program Year:
 *Report:
 Program:
 WIB Number:
 Site:
 Project:
 Activity:
 Case Mgr:
 SSN:
 Leader Placement: ☐ 25 ☐ 20 ☒ 15 ☐ 10 ☐ 5 ☐ 0 (Best for printing)
 *required

From here generate a report for your site number by title (or what ever is easiest for you to work with) and print it. This can be your guide in selecting which participants may need accruals and which participants may need accruals reduced.

Submit Request

Clear Form

WIA Main Menu
Client Inquiry
Locate A Client
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Welcome to the

orkforce Investment Information System

Select Accounting/Payroll

WIA Main Menu
Client Inquiry
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Information

Please choose a function below

[Participant Payroll Information](#)

[Participant Accrued Expenditures](#)

Accounts Payable:

- [Payee Search by Vendor Number/SSN](#)
- [Alphabetic Payee Search](#)

State Vendor File:

- [Vendor Search by Vendor Number/SSN](#)
- [Alphabetic Vendor Search](#)

[WIA Financial Reports](#)

[WIA Participant Manual Accruals](#)

Select WIA Participant Manual
Accruals

PARTICIPANT EXPENDITURES AND ACCRUALS

6/24/2003 2:33:55 PM -- Update is Enabled--Userid=bboyd

FOLLOW INSTRUCTIONS IN RED

1 - Enter all or part of SSN or First Name or Last Name. Then click on 'Get Participant'.

Social Security Number	First Name	Last Name	
<input type="text" value="888"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Get Participant"/>
			<input type="button" value="Clear SSN/Names"/>

Enter part or all of the SSN, Click here. The next page will bring up all that match the selected criteria.

PARTICIPANT EXPENDITURES AND ACCRUALS

6/25/2003 1:35:50 PM -- Update is Enabled--Userid=bboyd

FOLLOW INSTRUCTIONS IN RED

1 - Enter all or part of SSN or First Name or Last Name. Then click on 'Get Participant'.

Social Security Number	First Name	Last Name	
<input type="text" value="888"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Get Participant"/>
			<input type="button" value="Clear SSN/Names"/>

SSN	First Name	Last Name
88888888	STEFFANIE	DUCK

Click On The SSN

1 - Enter all or part of SSN or First Name or Last Name. Then click on 'Get Participant'.

Social Security Number	First Name	Last Name	Get Participant
888888888	STEFFANIE	DUCK	Clear SSN/Names



2 - Click on one of the Cost Categories below to show detail.

Action	Program Year	WIB/Site	Fund Number	Cost Cat	Obligations	Cash Expenditures	Total Accruals	Total Accrued Expenditures
	2002	3/3308	XX 15 411	<u>G</u>	\$1.00	\$0.90	\$0.00	\$0.90
	2002	3/3308	XX 21 411	<u>C</u>	\$1,089.00	\$119.75	\$0.00	\$119.75
	2002	3/3308	XX 21 411	<u>G</u>	\$0.00	\$2.70	\$0.00	\$2.70
	2002	3/3308	XX 21 411	<u>I</u>	\$0.00	\$27.00	\$0.00	\$27.00
	2002	3/3308	XX 21 411	<u>N</u>	\$0.00	\$755.00	\$3,020.00	\$3,775.00
	2002	3/3308	XX 21 411	<u>X</u>	\$0.00	\$129.95	\$0.00	\$129.95
	2002	3/3308			\$0.00	\$54.00	\$0.00	\$54.00
	2002	3/3308			\$989.00	\$470.00	\$0.00	\$470.00
	2002	3/3308			\$0.00	\$156.95	\$0.00	\$156.95
	2002	3/3308	YY 41 410	<u>X</u>	\$0.00	\$129.95	\$0.00	\$129.95
	2002	3/3308	YY 41 410	<u>Y</u>	\$0.00	\$54.00	\$0.00	\$54.00
Add	2002							
Totals					\$2,079.00	\$1,900.20	\$3,020.00	\$4,920.20

Or add a line (Cost Category) to accrue on.

Select the Cost Category you wish to change the accruals on.

**3 - Click on Manual Override to toggle Y/N and enter Manual Accrual.
Then click on 'Update Accruals' below.**

Cost Center 33308 **Fund Number** XX21411 **Cost Category** N

Month	Cash Expenditures	Automated Accruals	Manual Override (Y/N)	Manual Accruals
July	\$0.00	\$0.00	N	\$0.00
August	\$0.00	\$0.00	N	\$0.00
September	\$0.00	\$0.00	N	\$0.00
October	\$0.00	\$0.00	N	\$0.00
November				\$0.00
December				\$0.00
January	\$755.00	\$0.00	N	\$0.00
February	\$0.00	\$755.00	N	\$0.00
March	\$0.00	\$755.00	N	\$0.00
April	\$0.00	\$755.00	N	\$0.00
May	\$0.00	\$755.00	N	\$0.00
June	\$0.00	\$0.00	N	\$0.00
Totals	\$755.00	\$3,020.00		\$0.00
Total Reported Accruals		\$3,020.00	Update Accruals	

Is something WRONG? If you see accruals for big \$'s amounts month after month and no expenditures you are most likely missing a completion date for this enrollment. You will need to change these to zero.

If you wish to change the \$755 in Feb. click the Manual Override to Y for yes and then change the dollar amount to the desired amount.

Then click Update Accruals

Accruals have been updated!

**3 - Click on Manual Override to toggle Y/N and enter Manual Accrual.
Then click on 'Update Accruals' below.**

Cost Center	33308	Fund Number	XX21411	Cost Category	N
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Month	Cash Expenditures	Automated Accruals	Manual Override (Y/N)	Manual Accruals
July	\$0.00	\$0.00	N	\$0.00
August	\$0.00	\$0.00	N	\$0.00
September	\$0.00	\$0.00	N	\$0.00
October	\$0.00	\$0.00	N	\$0.00
November	\$0.00	\$0.00	N	\$0.00
December	\$0.00	\$0.00	N	\$0.00
January	\$755.00	\$0.00	N	\$0.00
February	\$0.00	\$755.00	*Y*	\$100.00
March				\$0.00
April				\$0.00
May				\$0.00
June				\$0.00
Totals	\$755.00	\$3,020.00		\$100.00
Total Reported Accruals		\$2,365.00	Update Accruals	

After selecting update accruals your screen should look like this. You have changed the accrual for \$755 to \$100. Your accruals have decreased \$655 to \$2,365.00.
****note**** you may select more than one month to change before you click Update

2 - Click on one of the Cost Categories below to show detail.

Action	Program Year	WIB/Site	Fund Number	Cost Cat	Cash	Total	Total Accrued Expenditures
	2002	3/3308	XX 15 411	<u>G</u>		\$0.00	\$0.90
	2002	3/3308	XX 21 411	<u>C</u>		\$0.00	\$119.75
	2002	3/3308	XX 21 411	<u>G</u>		\$0.00	\$2.70
	2002	3/3308	XX 21 411	<u>I</u>	\$0.00	\$27.00	\$27.00
	2002	3/3308	XX 21 411	<u>N</u>	\$0.00	\$755.00	\$3,120.00
	2002	3/3308	XX 21 411	<u>X</u>	\$0.00	\$129.95	\$129.95
	2002	3/3308	XX 21 411	<u>Y</u>	\$0.00	\$54.00	\$54.00
	2002	3/3308	XX 41 410	<u>A</u>	\$989.00	\$470.00	\$470.00
	2002	3/3308	XX 41 410	<u>I</u>	\$0.00	\$156.95	\$156.95
	2002	3/3308	XX 41 410	<u>X</u>	\$0.00	\$129.95	\$129.95
	2002	3/3308	YY 41 410	<u>Y</u>	\$0.00	\$54.00	\$54.00
Add	2002	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Totals					\$2,079.00	\$1,900.20	\$4,265.20

You can use the back arrow from the browser to get back to this screen with Cost Cat. You can now select a new Cost Cat to accrue on. **NOTE** Your accruals will be reflected in the Totals at the bottom of this page.

Or you can use the Add button to add a new Cost Cat. Do not worry about making a mistake as once you have a new line for Cost Cat you will see a delete button on the left side under Action.

PARTICIPANT EXPENDITURES AND ACCRUALS

6/12/2003 11:18:10 AM --- Update is Enabled

FOLLOW INSTRUCTIONS IN RED

Use the back arrow again to get back to this screen. You may now select another participant

1 - Enter all or part of SSN or First Name or Last Name. Then click on 'Get Participant'.

Social Security Number	First Name	Last Name	Get Participant
<input type="text"/>	<input type="text"/>	<input type="text"/>	Clear SSN/Names